



Missouri
Department of
Natural Resources

REQUEST FOR BIDS

Air Monitoring Site Contractor – Liberty Monitoring Site

Scope of Work

Definition

This contract involves performance of semi-technical and technical duties in the operation of a particulate air sampler. The data from the air sampler may be used to determine the type of particulate matter present in the air, whether the public is being exposed to unhealthy conditions, and to identify air pollution trends.

Duties include checking operation of the sampler, changing air filter modules at specified intervals, minor programming of the sampler, documenting relevant information, and promptly shipping exposed filters. Work is performed independently on a pre-established schedule and is subject to review by staff from the Air Quality Monitoring Section. If performance is satisfactory, the annual contract may be renewed.

Duties To Be Performed

- A. Install and collect air filter modules from a PM2.5 speciation sampler that operates on an every third day run schedule. Use the required Standard Operating Procedures for installation of clean filter modules, collection of exposed filter modules, and programming the sampler.
- B. Ship PM2.5 air filter modules to the RTI laboratory on the specified schedule.
- C. Complete and sign documents related to the filters, including legal chain-of-custody forms.
- D. Check the PM2.5 speciation sampler for error or status codes, and report all malfunctions immediately.
- E. Use keypad to program filter numbers into sampler; use keypad menu correctly during filter changes.
- F. If absent, arrange for a backup individual to install filter modules.
- G. Make emergency trips to the samplers if necessary.
- H. Submit invoices in a timely manner.
- I. Notify staff in the Environmental Services Program of any problems.

Required Skills and Abilities

Ability to understand and carry out oral and written instructions.
Ability to climb ladders and work 5-10 feet above ground.
Ability to manipulate keypad, filter holders, and small items.
Ability to keep accurate records.

Special Requirements

The contractor must sign a contract with the Missouri Department of Natural Resources Environmental Services Program. The contract specifies duties, payment rates and the circumstances in which the contract may be terminated for poor performance. The contract is for the current fiscal year with the option for renewal for three fiscal years.

Location of Samplers

The PM2.5 speciation sampler is located northeast of Liberty on 116th St. near a Clay County radio tower.

Reimbursement Rates

Reimbursement rates for FYO6 (which is through June 30, 2006) are \$28 per valid shipment of the filter modules. If performance is satisfactory, the reimbursement rate for a valid shipment will increase an additional .50 each fiscal year (July 1 through June 30). The agency has the sole authority to determine whether performance is satisfactory.

How to Submit a Bid

Submit a resume or description of qualifying experience to the Missouri Department of Natural Resources, Environmental Services Program, P.O. Box 176, Jefferson City, MO 65102. Bidders must also state whether the reimbursement rate outlined in this request for bids is satisfactory. Bids must be submitted in writing.

Bid Deadline

The deadline for receiving written bids is March 9, 2006.

Bid Evaluation

Applications will be evaluated 100 percent based on experience.

For More Information

For more information, contact Celeste Koon at 573-526-3363 or send an email to celeste.koon@dnr.mo.gov.